

# **DEPARTMENT OF HEALTH BOARD OF NURSING HOME ADMINISTRATORS MEETING MINUTES**

Friday, February 21, 2003

Department of Health, CenterPoint Corporate Park  
20435 72<sup>nd</sup> Avenue South, Suite 200 Kent, Washington 98032

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On Friday, February 21, 2003, the Board of Nursing Home Administrators met at the Department of Health, CenterPoint Corporate Park, 20435 72<sup>nd</sup> Avenue South, Suite 200, in Kent, Washington. In accordance with the Open Public Meetings Act, notices were sent to individuals requesting notification of meetings.

## **MEMBERS PRESENT**

Jim Bennett, Chair  
John Brigham, Vice Chair  
Linda Batch, LPN  
Kate Brostoff, MD  
Donna El-Din, PT  
Calvin Groenenberg  
Lennette Watson

## **STAFF PRESENT**

Gail Zimmerman, Executive Director  
Kristin Hamilton, Program Manager  
Kris Waidely, Program Manager  
Marc Defreyn, AAG, Board Advisor  
Margaret Gilbert, Staff Attorney  
Lisa Pannone, Staff Attorney

## **OPEN SESSION**

**8:30 a.m.**

### **1. EDUCATION SUBCOMMITTEE**

(Donna El-Din, Subcommittee Chair; Linda Batch; and Jim Bennett)

The Education Subcommittee discussed changes to the BNHA policy on Continuing Education Deficiencies. The Committee recommended that the policy be forwarded to the full Board for approval.

**9:00 a.m.**

### **2. TASK FORCE ON DISCIPLINARY ACTION FORM**

(Linda Batch; Jim Bennett; and Marc Defreyn, AAG)

The Task Force discussed the form to use in conjunction with the BNHA Disciplinary guidelines. A form based on BNHA policy will be created and reviewed at a future committee meeting.

**9:30 a.m.**

### **3. CALL TO ORDER – Full Board Meeting**

#### **3.1 Approval of Agenda**

The Agenda was approved with the deletion of Item 4.2.

#### **3.2 Announcements and Introductions of New Staff**

Ms. Gilbert introduced new staff attorney, Lisa Pannone, who shared her background information with the Board.

**4. DISCIPLINARY CASE PRESENTATIONS**

**5. EDUCATION SUBCOMMITTEE REPORT – Donna El-Din, Subcommittee Chair.**

Ms. El-Din presented for the Board's approval a revised policy on the handling of Continuing Education Deficiency.

After review with the Board, the Committee recommends that the policy not be accepted. The Committee also recommends that the existing policy, effective January 31, 1997, be rescinded.

ACTION: The motions concerning this policy and the existing policy will be tabled to a later date. The committee will work on this matter and re-present.

**6. TASK FORCE ON DISCIPLINARY ACTION FORM REPORT – Jim Bennett**

This report will be presented at next meeting.

**7. ELECTION OF OFFICERS**

The Board held elections for the positions of Board Chair and Vice-Chair. The terms of these officers will begin at the conclusion of this meeting.

Mr. Brigham nominated Jim Bennett for the position of Chair.

Mr. Bennett nominated John Brigham for the position of Vice-Chair.

Ms. El-Din motioned that the slate be nominated by consensus. The motion was seconded and approved unanimously.

**8. SUBCOMMITTEE ASSIGNMENTS**

The Board discussed and made assignments to the following committees:

- Case Disposition Subcommittee – Mr. Brigham as sub-committee Chair, with Dr. Brostoff and Mr. Groenenberg as members.
- Education Subcommittee – Ms. El-Din will remain as Chair, with Ms. Batch and Mr. Bennett as members.
- Rules Subcommittee – This will be treated as an ad hoc committee.

**9. NATIONAL ASSOCIATION OF BOARDS OF EXAMINERS OF LONG-TERM CARE ADMINISTRATORS (NAB) ANNUAL MEETING**

The Board discussed the June 11-13 meeting in Portland, OR, and held elections for the Board's delegate.

Mr. Bennett moved that Mr. Brigham be the Board's delegate with Ms. Batch as the alternate delegate. The motion was seconded and approved unanimously.

Ms. El-Din also plans to attend the meeting.

**10. DISCIPLINARY CASE REVIEW PROCESS**

The Board discussed the current process for presentation and closure of case files. This discussion is to be a work in process and the Board will continue to review for possible streamlines.

**11. PROGRAM REPORT** –*Provided by Gail Zimmerman, Executive Director, and Kristin Hamilton, Program Manager.*

**11.1 DOH Information Update**

Ms. Zimmerman provided information regarding the recent staff moves to the new Department of Health building and other section issues including organizational changes within the section.

**11.2 Legislation Update**

Ms. Zimmerman and Ms. Hamilton provided a brief update regarding pending legislation. At this time there does not appear to be much that will affect the Nursing Home Administrators program.

**11.3 Rules Update**

Ms. Hamilton provided an update to the Board on the continuing education rules changes that went into effect on February 17, 2003.

**11.4 Board Member Protocols**

Ms. Zimmerman presented for the Board's information and possible adoption a proposed set of Board member protocols to help new Board members understand the expectations of being on the Board.

The Board would like time to read and review this document. This will be added to the next meeting agenda for decision.

**11.5 Howe Report Recommendation to Add Additional Public Members**

Ms. Hamilton and Ms. Zimmerman discussed with the Board the recommendation that legislation be considered that would require adding an additional public member to all health professions regulatory boards, committees and commission. Ms. Zimmerman asked the Board to provide input regarding this proposal.

The Board does not support this concept. This Board has a large involvement from licensees who are not regulated by that Board due to the fact that there is really a minority representation of Nursing Home Administrators on the Board. The Board also raised the concern that there has been such difficulty in finding public members to serve in the past that this proposal may not be practical.

**11.6 Planning for Upcoming Meetings**

The May meeting will be held May 30 at Wesley Homes in Des Moines.

**CLOSED SESSION**

**12. DISCIPLINARY CASE REVIEWS**

There were no disciplinary case reviews to present at this meeting.

***OPEN SESSION***

**13. OPEN COMMENT PERIOD**

There was not public comment offered at this meeting.

**14. ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:00pm.